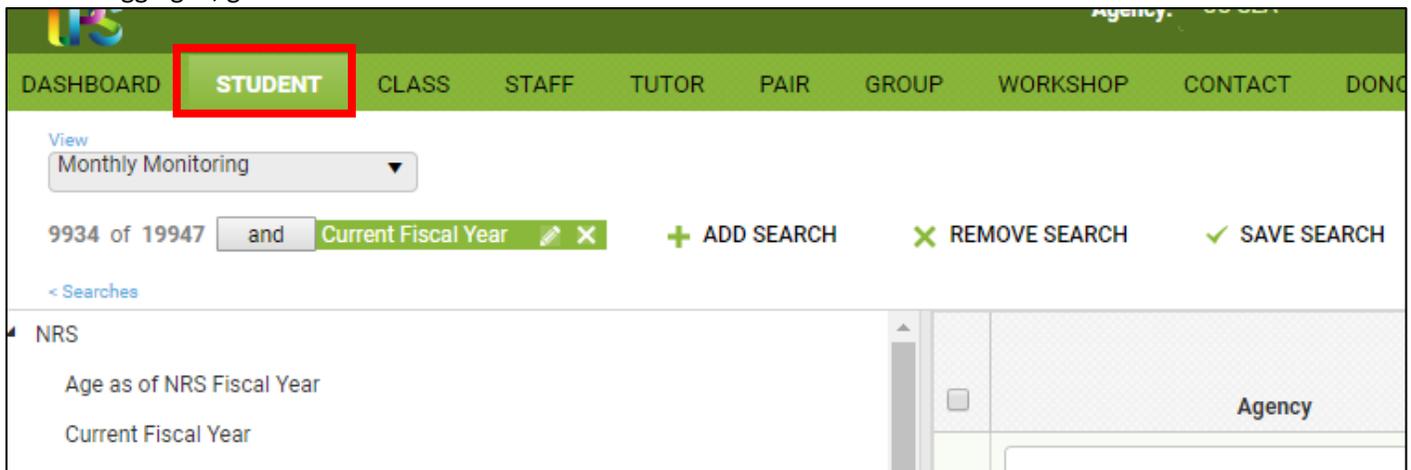


## LACES Instructions – Locating learner records with an IETP class enrollment type

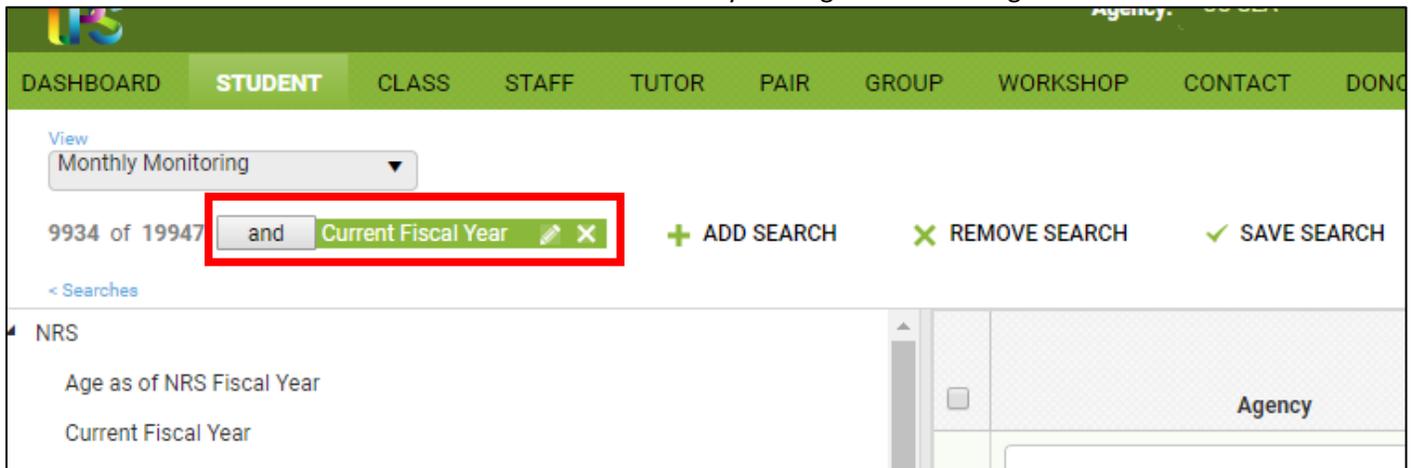
Any learners participating in the “Workforce Training” component of an Integrated Education and Training Program (IETP) must be reported with an IETP class enrollment in LACES. Instructions for marking a class enrollment in LACES with the IETP designation are located here: <https://www.cde.state.co.us/cdeadult/grantees/laces-data-dictionary/enrolling-learners-in-classes-and-ietp>

In LACES, you can check which learner records have or have not been marked with an IETP class enrollment using the following steps:

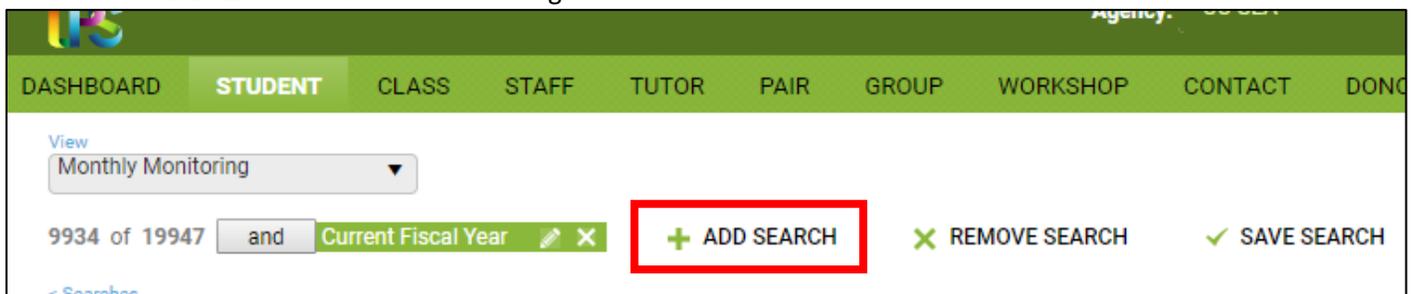
1. After logging in, go to the STUDENT list screen.



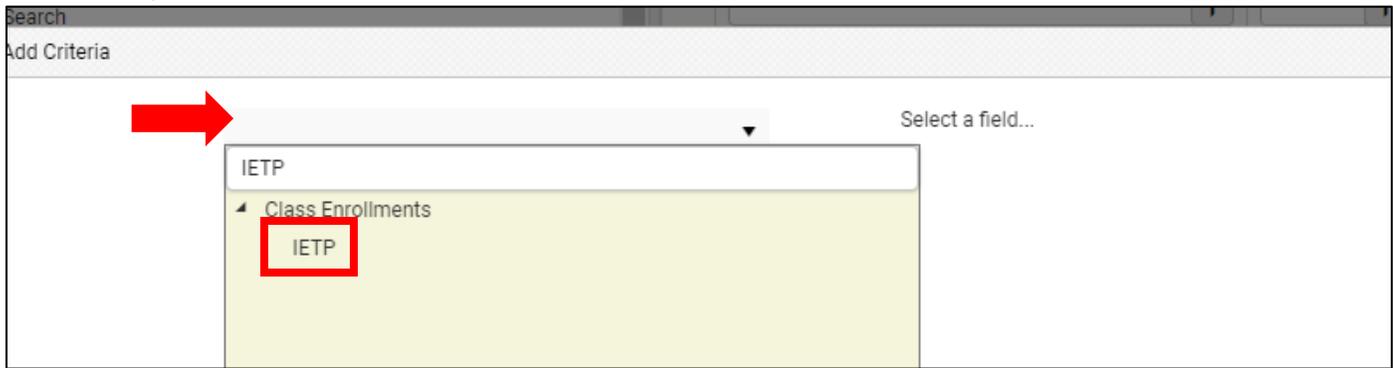
2. Check the green search tile filters applied to the STUDENT list screen. Remove any search tiles except for the “Current Fiscal Year” search filter. You can remove a search filter tile by clicking the “X” in the green box.



3. Click the “ADD SEARCH” button next to the green search tile filter.



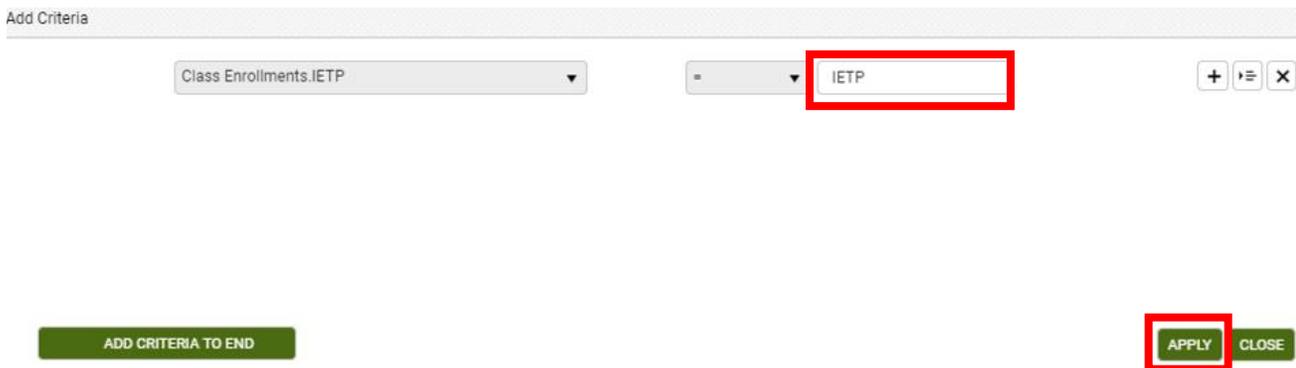
4. The “Add Criteria” window will appear. Click to place your cursor in the drop-down box in this window and type “IETP.” Then, click on “IETP” located under “Class Enrollments.”



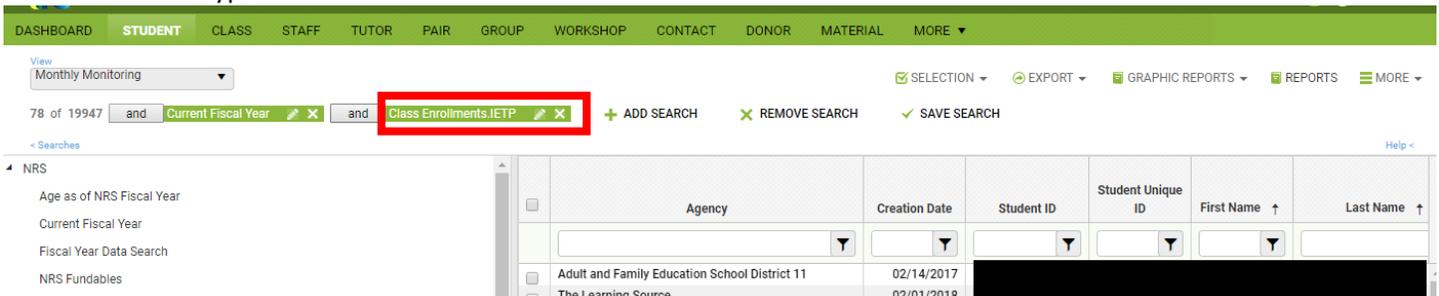
5. The phrase “Class Enrollments.IETP” will now appear in the drop-down box. The box to the right is called the “Operator” box. This should default to an equals sign (=). Leave the equals sign in the Operator box.



6. In the text field next to the Operator box, type “IETP,” and then click in the white space outside of the text field so that the green “APPLY” button appears in the lower right hand corner of the Add Criteria window. Then, click “Apply.”



7. The STUDENT list screen will now have a new green search filter tile at the top, indicating the search you applied for only learners with an IETP class enrollment. The list of learners below will include those records in the system with that class enrollment type.



8. To locate learner records without an IETP class enrollment type, you can modify your “Class Enrollments.IETP” search filter tile. To do this, click the grey box next to this green search tile that reads “and.”

The screenshot shows a dashboard with a green navigation bar containing 'DASHBOARD', 'STUDENT', 'CLASS', 'STAFF', 'TUTOR', 'PAIR', 'GROUP', 'WORKSHOP', 'CONTACT', 'DONOR', 'MATERIAL', and 'MORE'. Below the navigation bar, there is a 'View' dropdown set to 'Monthly Monitoring'. A search bar shows '78 of 19947' results. The search filters are 'Current Fiscal Year' and 'Class Enrollments.IETP'. A grey button with the text 'and' is highlighted with a red box. Other buttons include '+ ADD SEARCH', 'X REMOVE SEARCH', and '✓ SAVE SEARCH'. On the right, there are icons for 'SELECTION', 'EXPORT', 'GRAPHIC REPORTS', 'REPORTS', and 'MORE'. Below the search filters, there is a table with columns: Agency, Creation Date, Student ID, Student Unique ID, First Name, and Last Name. The table contains two rows: 'Adult and Family Education School District 11' (02/14/2017) and 'The Learning Source' (02/01/2018). The student information in the table is redacted with a black box.

9. When you click on the grey “and” button, it’ll change to read “and not.” The corresponding STUDENT list will also update to list just those learner records without and IETP class enrollment.

The screenshot shows the same dashboard as above, but the search filter 'Class Enrollments.IETP' now has a grey button with the text 'and not' highlighted with a red box. The search results have updated to show 78 of 19947 results. The table now contains six rows: 'Adult and Family Education School District 11' (02/14/2017), 'The Learning Source' (02/01/2018), 'Northeastern Junior College' (12/09/2016), 'Right to Read of Weld County' (12/07/2016), 'Right to Read of Weld County' (12/08/2016), and 'Adult and Family Education School District 11' (11/14/2017). The student information in the table is redacted with a black box.